



Environmental Policy

Document: PO-HR-12
Revision no. 10
Revision Date: 20250815
Privacy: General

1.0 Overview

Common Collection Agency Inc. (CCA) recognizes our wider social responsibilities, both in our operating practices and the influence we can bring as an employer and purchaser of goods and services.

We are committed to taking positive action wherever possible to influence environmental issues. Our goal is to meet and exceed environmental legislation and regulations. Our company policy is to:

Training

- Provide information, guidelines and training for all employees regarding ways of maximizing energy efficiency and minimizing waste.

Reduce Paper Waste

- Make the maximum viable economical use of electronic systems of communication to reduce paper waste.
- Incoming faxes are stored electronically.
- Customer correspondence is stored electronically on account records.
- All employees have desktop access to our corporate policies, procedures and training documentation.
- Managers communicate internally via email.

Energy Consumption

- All non-essential equipment is powered down when not in use.
- Preferential consideration for energy efficient products.
- Key holders are trained to conduct a walk around to turn off computers, lights, printers, etc.

Waste Disposal and Recycling

- We utilize a third-party service provider to destroy all electronic media, unusable hard drives and paper documents. They provide a “Guarantee of Recycling” for all waste after it has been securely destroyed onsite.
- Recycling bins are provided for employees to use for recyclable material, other than paper documentation. All paper documents are stored in a secure receptacle until the next scheduled destruction date.
- Dispose of waste through regulated waste collection agencies.




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Supplier and Service Providers

- Environmental policies are reviewed as a part of each supplier’s annual performance review.
- Strong environmental policies and considered when evaluating existing and potential relationships.
- Preferential consideration for environmentally friendly services and products.
- Positive approach to the purchase and uses of recycled products.

2.0 Change Management Table

Review Date:	20250818	
Approved By:	Amit Chadha	
Position:	Manager, Business Intelligence/Quality Assurance	
		
Revision #	Revision Date	Description of changes
01	20130408	Expanded on company efforts and separated by type of effort.
02	20150514	Updated QA Manager
03	20160525	Updated QA Manager
04	20170607	Reviewed
05	20180604	Reviewed
06	20190704	Reviewed
07	20200625	Reviewed
08	20210628	Reviewed
09	20220623	Annual Review
10	20240815	Annual Review, no changes
11	20250818	Annual Review Completed